United States Bankruptcy Court
District of New Hampshire

Release 3.0 Changes for External Filers

Introduction. This document summarizes some of the major changes in Release 3.0, which will impact the use of CM/ECF for external filers. If there are any questions regarding how to use CM/ECF in Release 3.0, please call the CM/ECF Help Desk at 1-866-252-6323. **The effective date for Release 3.0 is Saturday, September 9, 2006.**

1.   **Filing Screens**

Enhanced case information will display on docketing screens to show: Case Type, Judge Initials, Office Code and Name, Active Lead BK Case Number, Chapter Number and Voluntary (v) or Involuntary (i), Asset Code (y/n), Description of the Disposition Code, and Case Flags.

2.   **Open a Bankruptcy Case**

•   This link has been re-named to *Open a Voluntary BK Case*.
•   The *Role* menu in the party field has been eliminated. *"Debtor"* will be the automatic role type.
•   The number of debtor records on a case will be determined automatically by the *Joint Petition* field. The system initially asks whether the case is a joint petition. If the user selects "n" for "no," one debtor record is required. If the user selects "y" for "yes," the system prompts for two debtor records.

3.   **Case Upload**

•   The *Case Upload* feature has one minor modification in Release 3.0. To ensure debtors and joint debtors are properly identified on the case docket **the party role type of the second debtor in a joint case should always be "jdb" not "db**."
•   *Case Upload* may be used in Chapter 7 and 13 cases only when filing all schedules and statements, the certificate of credit counseling and the Chapter 13 Plan. The filing fee must also be paid in full.   If all of these items are not available, then the option *Open a Voluntary BK Case* should be used to file the case.

4.   **Open an Adversary Proceeding**

•   The *Role* menu option has been removed in the *Party* field. The roles of Plaintiff and Defendant are automatically set as the role types.
•   The filer will enter as many Plaintiff records as necessary and click *End Plaintiff Selection* when finished. The filer then enters as many Defendant records as necessary and clicks *End Defendant Selection* when finished.
•   There is no longer a *Pro Se* option. A party entered without an attorney added is automatically set as pro se. An attorney should not be added for any defendants.

- The *Nature of Suit* drop-down menu has been replaced by a *Primary nature of suit* drop-down menu and a *Secondary nature[s] of suit* drop-down menu, which will allow the user the ability to set one primary nature of suit and as many secondary nature of suits as necessary.
- The docket text for adversary proceeding case opening has been clarified and will include the adversary case number once the case is entered.

5. Open an Involuntary Case

- There is now a separate menu named *Open Involuntary BK Case*.
- On the opening screen, the *Chapter* drop-down menu will only reference Chapters 7 and 11.
- The *Joint Petition* field will always be set to "n" for no.
- In Release 3.0, the users will create one debtor record and as many petitioning creditor records as necessary until the user selects *End Petitioning Creditor Selection*.
- On the *Petitioning Creditor* screen a check box will be available which states: "The user opening the case is the filing attorney for this party." This checkbox creates a link between the filing attorney and the petitioning creditor.

6. Party Searches and Case Opening Party Records

- When searching for a party record, the user can now search on the first name and middle name, in addition to the last name.
- On case opening, error and warning messages will generate if certain data fields are not completed. The *Last Name*, *City, State* and *Zip Code* fields are required fields and, if not completed, an error message prevents submission of the data. If the party has a United States address, the *Country* field should always be left blank. If any other characters are typed in the *Country* field, the case will be interpreted as a foreign address, and the country will be added to the last line of the address on any matrix generated.
- When the *Country* field is completed, the filer receives an error message if the *County Code* is not listed as "*Foreign*.
- A *Corporate Parent* button now appears for use if a corporation has a corporate parent required to be disclosed under Fed. R. Bankr. P. 7007.1 and 1007(a).

7. Multi-Part Motions

- Previously, when multiple events were selected in a list of docketing events in CM/ECF, the docket text would place the events in alphabetical order. In Release 3.0 the events will appear in docket text in the same order in which the user selected the events.

8.   Claims Entry

- The *Duplicates Claim #* field , the *Late* drop-down menu, and the *Status* drop-down menu will no longer exist in Release 3.0.   When amending a claim the filer must now select the *Amends Claim #* field and *enter the number of the claim being amended*.
- The *Notice of Electronic Claims Filing (NECF)* that generates when a claim is filed, has been enhanced to include a link to the *Claims Register*. The *Notice of Electronic Claims Filing* will also include a hyperlink to allow the filer to return to the filing screen to file another claim.

9.   Claims Register

- **Numbering of Claims.** Claims and amended claims will be numbered differently than in prior CM/ECF releases. Under Release 3.0, an original proof of claim will be numbered with a sequential claim number and an extension at the end, e.g., "-1." Therefore, the first claim filed in a case will appear as 1-1. The second claim will be 2-1, etc. If the first claim is amended in Release 3.0, the amended claim will receive an extension of   "-2," so the amended claim will appear as Claim 1-2. Claims filed prior to conversion to Release 3.0 will retain their original claim numbers but a "-1" extension will be added. To illustrate, if claim number 4 and claim number 6 were filed before conversion to Release 3.0, and claim number 6 amended claim number 4, both claims, following conversion, would be assigned claim numbers of 4-1 and 6-1, respectively. If, after September 9, 2006, however, another claim amends claim number 6, the new claim will be Claim 6-2.
- **Claims History.** Amended claims and other information will now appear in a new *History* section for each claim on the Claims Register (see screen print below). The *History* section will list the claim, any amended claims and any claim-related docketing events with hyperlinks to the claims and the docketing events.
- If an amended claim is filed with a new address, filers are not allowed to edit addresses in CM/ECF. In lieu of using the *Amended Claim Number* field, the filer must note that the claim is amended in the *Description* field.

03-10002 John Jones

Judge: Charles Anderson   **Chapter:** 7
Office: Pleasantville   **Last Date to file claims:** 09/20/2004
Trustee: Julian Mayfair   **Last Date to file (Govt):**

Creditor: Home Depot History P.O. Box 551 Decatur, GA 30093	Claim No: 1 Filed: 03/09/2004 Entered: 03/09/2004 Amended By Claim No: 1	Status: Withdrawn 43 Filed by: CR Entered by: Stevens, Kate Modified: 11/16/2005

Unsecured claimed: $1200.00
Secured   claimed: $781.09
Total   claimed: $1981.09

History:
- 1-1   03/09/2004 Claim #1 filed by Home Depot, total amount claimed: $1981.09 (Stevens, Kate)
- 1-2   07/12/2004 Amended Claim #1 filed by Home Depot, total amount claimed: $1981.09 (Stevens, Kate)
- 43   09/03/2004 Withdrawal of Claim(s): 1 by Home Depot. (Stevens, Kate) Status: Withdrawn

Description: (1-1) Building Supplies
(1-2) Building Supplies

Remarks:

- **Claims Register.** The *Claims Register* will store the *Notice of Electronic Claims Filing* for claims entered in Release 3.0. The *Claims Register* will also be available under the *Query* menu (prior to Release 3.0, it was available only through *Reports*). When the address of a claimant changes, the previous address will be available for viewing in the *History* section.

10.   Claim-Related Events

- **Claims Numbers Are Now Required for Related Events**.   Events related to claims, (Objections to Claims, Motions to Allow Claims, Motions to Disallow Claims) will now have a *Claim Number* prompt. When the filer enters the claim number in the *Claim Number* prompt a link will appear in the *History* section of the *Claims Register*. It is important to note that only the main claim number, such as 1 for Claim 1, be entered at the *Claim Number* prompt. If the claim number is entered with an extension such as 1-2, the system reads this as Claims 1 and 2. Multiple claim numbers should be separated by a comma.

11.   Transfer/Assignment of Claim Event

The *Transfer/Assignment of Claim* event in Release 3.0 will replace the original claimant's name on the claims register and list the transferee as the claimant. The *History* section will provide a link to the transferor. The claim number will be referenced next to the transferor in the selection list so that the correct claim can be selected.

12.   Creditor Maintenance

- The field lines for typing individual creditor names and addresses when adding creditors through *Creditor Maintenance* have been removed. This will permit the filer to enter a block of addresses for up to ten (10) creditors at one time.

13.   Reports

- The *Docket Report (Docket Sheet)* will show the role-type of the parties above the party's name rather than below the party's name.
- The *Claims Activity Report* will make Creditor searches easier by permitting any part of the Creditor name to be searched. Creditor searches are no longer case sensitive.
- The *Creditor Mailing Matrix* will now be available in the *Query* menu.

14.   PACER

- A new *Utilities* menu option, called *Clear Default PACER Account* will allow users to clear their default PACER logins.
- Three *Utilities* options, currently only available in PACER, will be directly accessible for attorney filers in the *CM/ECF Utilities* menu. Those options are: *Change Your PACER Account, Review Billing History*, and *View PACER Account Information*.
- The 30-page cap for billing in PACER has been extended to apply to Queries and to the Cases, Claims Activity, and Docket Activity Reports.

15. **Browser**

   Release 3.0 has been tested to work with Netscape 7.2 and Internet Explorer 6 and may not function properly with earlier versions of these browsers. Payment of filing fees via Pay.gov requires the use of Internet Explorer.

16. **Summary of ECF Activity**

   A new report called *Summary of ECF Activity* is now available on the *CM/ECF Reports* menu. This report, which can be generated for a specific date, allows users to obtain a list of docket entries made on cases in which he/she is involved. This report may be helpful to users who inadvertently delete their Notices of Electronic Filing (NEF) or are having a problem with their e-mail service. Users will be responsible for the normal PACER fees to view documents on this summary report, however, there is no fee for the report itself.

17. **Payment of Filing Fees over the Internet**

   A change has been made to improve the automatic docketing of the payment of filing fees. Note that when the charges are displayed, if you are not paying the fee immediately, please be sure to use the *"Continue filing"* button rather than closing or minimizing the window.